



AGENDA OF THE TRANSIT COMMISSION

WEDNESDAY, JULY 15, 2026, 8:15 AM

TRANSIT

901 University Ave

AMENDED

A. Roll Call.

- I. Members: Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alder Alyssa Proffitt, Michael Conley-Kuhagen, Terri Refsguard and Dr. Hector Rodriguez.

B. Approval of the Agenda.

- I. Approval of the agenda for the Wednesday, July 15, 2026, meeting of the Transit Commission.

C. Approval of Minutes.

- I. Approval of the minutes from the June 17, 2026, meeting.

D. Regular Business.

- I. Discussion/Action: Administrative Position
2. Discussion/Action: Communication submitted by Alder Proffitt (District 7) and co-sponsored by Alder Prestley (District 6), Alder Delie (District 10), Alder Shelton (District 4), and Alder Ridderbush (District 8) on providing free transit services on election days.

E. Informational.

- I. Green Bay Metro Low-Income Fare Trips (LIFT) Program - 2025 Participants
2. FTA Triennial Review Final Report FY 2026
3. Operational Reports
4. Financial Reports
5. Director's Report

6. Next Transit Commission Meeting: August 19, 2026 at 8:15am.

F. Adjournment.

1. Adjournment of the Wednesday, July 15, 2026, meeting of the Transit Commission.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this Transit Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

Becky Fleck, Transit Staff

AGENDA ITEM # C.I

Approval of the minutes from the June 17, 2026, meeting.

BACKGROUND

Minutes from the meeting held on June 17, 2026.

RECOMMENDATION

Staff recommends approval of the minutes from the June 17, 2026, meeting.

FISCAL IMPACT

ATTACHMENTS

- I. Transit Commission 6-17-2026



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 17, 2026, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

- I. Members: Roger Kolb, Chair; Randy Scannell, Vice-Chair; Kevin Kuehn, Secretary; Alder Alyssa Proffitt, Michael Conley-Kuhagen, Terri Refsguard and Dr. Hector Rodriguez.

Present: Roger Kolb, Alder Alyssa Proffitt, Randy Scannell, Kevin Kuehn, Michael Conley-Kuhagen and Dr. Hector Rodriguez

Excused: Terri Refsguard

Chair Roger Kolb called the meeting to order at 8:14 a.m.

B. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, June 17, 2026, meeting of the Transit Commission.

Moved by Randy Scannell, seconded by Hector Rodriguez to approve the June 17, 2026, agenda. Motion carried.

Yes – Roger Kolb, Hector Rodriguez, Randy Scannell, Alder Alyssa Proffitt, Kevin Kuehn, and Michael Conley-Kuhagen

No – None, Abstain - None

C. APPROVAL OF MINUTES.

- I. Approval of the minutes from the May 27, 2026, meeting.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen to approve the May 27, 2026, minutes. Motion carried.

Yes – Roger Kolb, Randy Scannell, Hector Rodriguez, Kevin Kuehn, Michael Conley-

Kuhagen, and Alder Alyssa Proffitt
No – None, Abstain — None

D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro's 2027 Transit Asset Management Plan

Director Kiewiz shared a review of the updates on the Transit Asset Management Plan. It provides an overview of the condition of our assets, equipment, and age. Green Bay Metro also provides information on Curative vehicles as they are a subrecipient of the 5310 program that GBM oversees.

Nothing of concern as staff does a great job replacing aging equipment and other assets.

Moved by Randy Scannell, seconded by Kevin Kuehn, to approve the Green Bay Metro's 2027 Transit Asset Management Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

2. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)

Director Kiewiz shared the compliance coordinator works with the operations and maintenance managers to update the Public Transit Agency Safety Plan (PTASP). This policy will go through the Safety Committee for approval before the commission approves. This working document tracks accidents and incidents for any safety adjustments or additional training that might need to be looked at.

Moved by Alder Alyssa Proffitt, seconded by Kevin Kuehn, to approve Green Bay Metro's Public Transit Agency Safety Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

3. Discussion/Action: Cost Allocation Plan

Director Kiewiz stated the Cost Allocation plan is a document that provides supporting information on chargebacks from the city to departments receiving outside funding sources. This plan is signed off by the City Finance Director.

No other concerns or comments.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen, to approve the Cost Allocation Plan. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin

Kuehn and Alder Alyssa Proffitt
No — None, Abstain — None

4. Discussion/Action: Green Bay Metro's Financial Management & Administrative Procedures

Director Kiewiz provided a summary of the Financial Management & Administrative Procedures plan. The plan provides a general review of staff's duties, responsibilities, and approvals as they pertain to transit finances.

No other comments or concerns.

Moved by Kevin Kuehn, seconded by Randy Scannell, to approve the Green Bay Metro's Financial Management & Administrative Procedures. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

5. Discussion/Action: Green Bay Metro's Fare and Fee Policy

Director Kiewiz shared the updates to the Fare and Fee policy. This is to ensure accuracy with our procedures and to prep for the new fare collection system.

Moved by Randy Scannell, seconded by Michael Conley-Kuhagen, to approve the Green Bay Metro's Fare and Fee Policy. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

6. Discussion/Action: Green Bay Metro's Drug & Alcohol Policy

Director Kiewiz provided an overview of the Drug and Alcohol Policy. The main changes were the Medical Review officers and safety-sensitive positions.

No other concerns or questions.

Moved by Kevin Kuehn, seconded by Randy Scannell, to approve the Green Bay Metro's Drug & Alcohol Policy. Motion carried.

Yes — Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn and Alder Alyssa Proffitt

No — None, Abstain — None

E. INFORMATIONAL.

I. Operational Reports

No concerns at this time.

2. Financial Reports

Working on grants currently, no concerns at this time.

3. Director's Report

Director Kiewiz shared we will be working on the general budget soon.

No other concerns at this time.

4. Next Transit Commission Meeting: July 15, 2026 at 8:15am.

F. ADJOURNMENT.

1. Adjournment of the Wednesday, June 17, 2026, meeting of the Transit Commission.

Motion by Randy Scannell, seconded by Kevin Kuehn, to adjourn at 8:51 a.m. Motion carried.
Yes – Roger Kolb, Randy Scannell, Hector Rodriguez, Michael Conley-Kuhagen, Kevin Kuehn
and Alder Alyssa Proffitt

No – None. Abstain — None



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # D.I

Discussion/Action: Administrative Position

BACKGROUND

Over the last approximately 2–3 years, there have been a few position changes. As a result of the changes, the administrative division has been short, one position. Director Kiewiz, with the assistance of Human Resources, has evaluated the department's needs. As a result, Director Kiewiz is seeking approval to add a full-time Administrative position. The job classification is in review with the city's consultant to ensure proper job title and placement on the city's pay plan. Director Kiewiz will provide a summary of the proposed position.

RECOMMENDATION

Staff recommends the approval of the Administrative position.

FISCAL IMPACT

ATTACHMENTS

- I. Proposed Admin Position



JOB DESCRIPTION

City of Green Bay

Position Title:	PROPOSED ADMIN POSITION – TITLE TBD
Department:	Transit
Reports To:	Transit Director
Salary Range:	Grade ?
Job Summary:	Under general direction, performs work of considerable difficulty in executing the full range of administrative duties for the Transit Director and other staff as needed. Performs a high level of administrative duties, including confidential information, and related work as required.
Essential Functions:	1) Provides administrative support to the Transit Director and other management staff. Types and formats memos, policies, and other written documents. 2) Maintains, organizes, and updates Transit filing system. Processes and maintains a variety of forms, records, accounts, and reports. 3) Prepares and distributes agendas for the Transit Commission and other meetings, as needed. Ensures quorums, schedules meetings, and reserves rooms. 4) Prepares minutes for the Transit Commission meetings and other meetings, as required. 5) Processes Transit Commission related reports and correspondence. 6) Transcribes, prepares, and organizes a wide variety of material requiring independent judgment and knowledge of Transit procedures and policies. 7) Assists with preparation for triennial reviews and other state and federal reviews and audits. 8) Performs customer service duties including website, phone, and walk-in inquiries. 9) Runs errands to the bank, City Hall, Post Office, and other locations as directed. Opens and distributes mail. 10) Assists with community events on behalf of Transit as needed. 11) Plans and coordinates special events. 12) Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Comprehensive knowledge of business letter writing and forms. Comprehensive knowledge of business, English, spelling, punctuation, and grammar. Considerable knowledge of office procedures and routines. Working knowledge of office machinery. ▪ Considerable skill in operating word processing software and computer systems. Considerable skill in organizing and maintaining a variety of office records and files. Considerable skill in determining formats for reports and various documents and correspondence. Comprehensive skill in providing a full range of administrative office services, including use of discretionary judgment in dispensing information. Considerable skill in working independently without specific instructions. ▪ Ability to handle confidential information with discretion. Ability to follow oral and written instructions. Ability to communicate effectively, both orally and in writing. Ability to proficiently utilize a computer and the required software. Ability to establish and maintain effective working relationships with staff and the public.

Employee Signature



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

AGENDA ITEM # D.2

Discussion/Action: Communication submitted by Alder Proffitt (District 7) and co-sponsored by Alder Prestley (District 6), Alder Delie (District 10), Alder Shelton (District 4), and Alder Ridderbush (District 8) on providing free transit services on election days.

BACKGROUND

Director Kiewiz worked with the Brown County Planning, MPO to review polling locations and there connection to public transit options. The attached map shows opportunities where public transit is a feasible option and where it may not be.

RECOMMENDATION

Staff recommends providing free transportation for individuals electing to use public transit to vote.

FISCAL IMPACT

ATTACHMENTS

1. 06102026 - D7 - Alyssa Proffitt - Transit Commission
2. Polling Locations Map and Narrative

Alders' Petitions and Communications

06/10/2026 7:51 PM (CDT)

Submitted by Alyssa Proffitt (Alyssa.Proffitt@greenbaywi.gov)



Alders' Petitions and Communications

Alder's Name	D7 - Alyssa Proffitt
Committee Name	Transit Commission
Text of Communication	For consideration and possible action on providing free transit services on election days.

Co-Sponsor Information

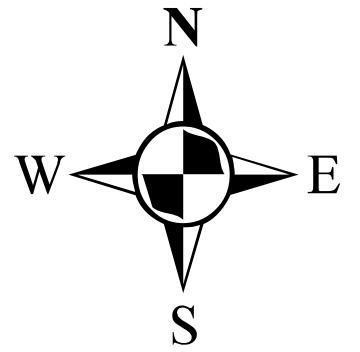
If you wish to Co-Sponsor this Petition & Communication, please forward this email to Lindsey Belongea (lindsey.belongea@greenbaywi.gov) with your request.
Please submit your Co-Sponsorship within 3 days of your receipt of this email.

Access to Polling Locations Using Public Transit

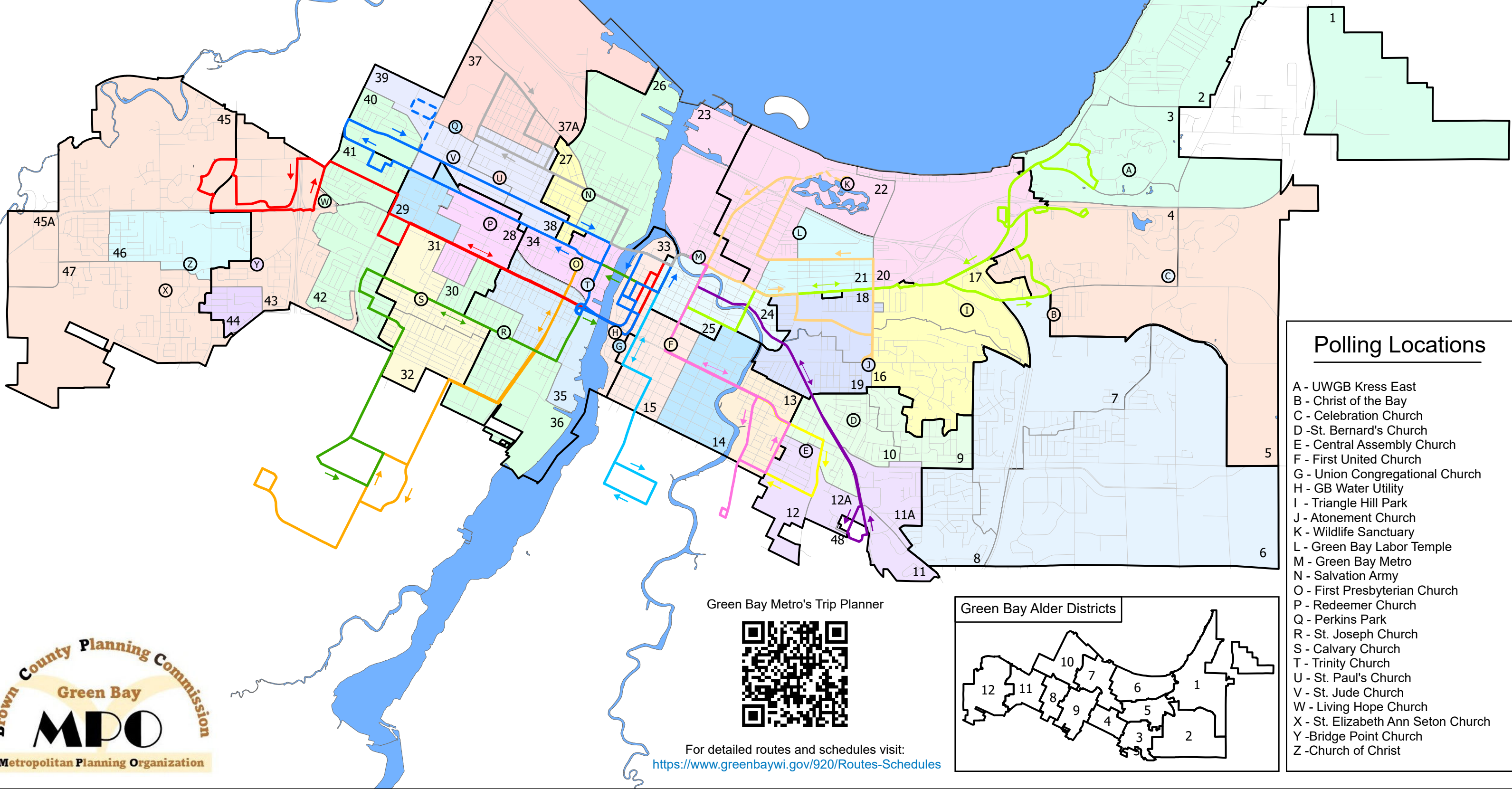
City of Green Bay Districts, Wards and Polling Locations with Green Bay Metro's Fixed Route Service

City of Green Bay Districts, Wards and Polling Locations with Green Bay Metro's Fixed Route Service

2026 polling locations and data provided by City of Green Bay clerk office. This is to be used for reference purposes only, Brown County is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.



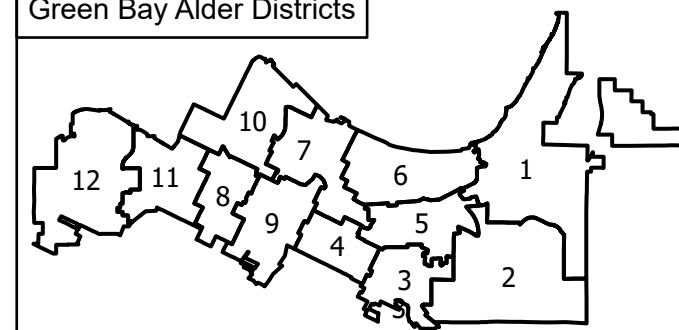
0.25
 Miles



Polling Locations

- A - UWGB Kress East
- B - Christ of the Bay
- C - Celebration Church
- D - St. Bernard's Church
- E - Central Assembly Church
- F - First United Church
- G - Union Congregational Church
- H - GB Water Utility
- I - Triangle Hill Park
- J - Atonement Church
- K - Wildlife Sanctuary
- L - Green Bay Labor Temple
- M - Green Bay Metro
- N - Salvation Army
- O - First Presbyterian Church
- P - Redeemer Church
- Q - Perkins Park
- R - St. Joseph Church
- S - Calvary Church
- T - Trinity Church
- U - St. Paul's Church
- V - St. Jude Church
- W - Living Hope Church
- X - St. Elizabeth Ann Seton Church
- Y - Bridge Point Church
- Z - Church of Christ

Green Bay Alder Districts



Green Bay Metro's Trip Planner



For detailed routes and schedules visit:

<https://www.greenbaywi.gov/920/Routes-Schedules>



District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
1	1	UWGB--Kress Center	2358 Leon Bond Dr	No Service	No Service	No Service	No Service
1	2	UWGB--Kress Center	2358 Leon Bond Dr	No Service	No Service	No Service	No Service
1	3	UWGB--Kress Center	2358 Leon Bond Dr	No Service	No Service	Voters on the far west side of ward could walk to nearest bus stop, board 7, travel to UW-Green Bay main bus stop, walk to Kress Center, vote, walk back to main bus stop & wait approximately 45 minutes for bus to return, board and alight at stop closest to home. This could be accomplished in 1 hour & 30 minutes.	No service for most people in ward. Not practical. Round trip time of 1 hour & 30 minutes.
1	4	Christ of the Bay	450 Laverne Dr	7	60 minutes	No Service	No Service
1	5	Christ of the Bay	450 Laverne Dr	No Service	No Service	No Service	No Service
District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
2	6	Celebration Church	3475 Humboldt Rd	No Service	No Service	No Service	No Service
2	7	Celebration Church	3475 Humboldt Rd	No Service	No Service	No Service	No Service
2	8	Celebration Church	3477 Humboldt Rd	No Service	No Service	No Service	No Service
District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
3	9	St. Bernard's Church	2040 Hillside Ln	10	30 minutes	No Service	No Service
3	10	St. Bernard's Church	2040 Hillside Ln	10	30 minutes	Distance to polling location is similar or shorter than bus stop for most in ward.	Not practical.
3	11	Central Assembly Church	831 Schoen St	5	60 minutes	Voters could walk to nearest bus stop, board the 10, travel to Main and Lime Kiln, walk 1/2 of a mile to polling location, vote, walk 1/2 mile back to Main and Lime Kiln, board 10 and alight at closest stop to home. This could be accomplished in 1 hour & 30 minutes.	Not practical. Round trip time of 1 hour & 30 minutes.
3	11A	Central Assembly Church	831 Schoen St	5	60 minutes	Voters could walk to nearest bus stop, board the 10, travel to Main and Lime Kiln, walk 1/2 of a mile to polling location, vote, walk 1/2 mile back to Main and Lime Kiln, board 10 and alight at closest stop to home. This could be accomplished in 1 hour & 30 minutes.	Not practical. Round trip time of 1 hour & 30 minutes.
3	12	Central Assembly Church	831 Schoen St	5	60 minutes	Distance to polling location is similar or shorter than bus stop for most in ward.	Not practical.
3	12A	Central Assembly Church	831 Schoen St	5	60 minutes	Voters on far east side could walk to nearest bus stop, board the 10, travel to Main and Lime Kiln, walk 1/2 of a mile to polling location, vote, walk 1/2 mile back to Main and Lime Kiln, board 10 and alight at closest stop to home. This could be accomplished in 1 hour & 30 minutes. Voters on east side could walk to polling location as it is closer than bus stops.	Not practical. Round trip time of 1 hour & 30 minutes. Not practical.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

Green Bay Metro fixed route bus service concludes at 6:45 pm on weekdays. At 6:45 pm, GB On Demand Microtransit service begins & concludes at 11:30 pm.

All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

In wards where transit service is available, often the walk distance/walk travel time is significantly less than the time it would take using the bus system.

The Brown County Mobility Coordinator is available to assist individuals with travel details. Please call 920 448-3457.

Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
4	13	First United Church	509 S. Webster Av	5	60 minutes	Voters could walk to nearest stop along the 1, travel to Mason and Webster, walk to polling location, vote, walk back to Mason and Webster, board the 5, alight at stop closest to home. This could be accomplished in 1 hour.	Practical. Round trip time of 1 hour.
4	14	Union Congregational Church	716 S. Madison St	4, 6, 8, 11	30/60 minutes	Voters in southwest portion of ward could walk to nearest stop along the 11, board, travel to Monroe and Cass, walk to polling location, vote, walk to Monroe and Cass, board 11, alight at stop closest to home. This could be accomplished in 1 hour. Most voters could walk to closest stop along the 1 or 5, travel to Mason and Webster, walk 2/3 of a mile to polling location, vote, walk to Madison and Chicago, board the 6, travel to Transit Center, transfer to the 5, alight at stop closest to home. This could be accomplished in 1 hour. Voters in northern section of ward could walk to nearest bus stop, board the 7, travel to Transit Center, transfer to the 8, travel to Madison and Chicago, walk to polling location, vote, walk to Monroe and Cass, board 11, travel to Transit Center, remain on 11, alight at stop closest to home. Note if voting takes over 15 minutes, return home same as arrival, however add 30 minutes.	Practical. Round trip time of 1 hour. Practical. Round trip time of 1 hour. Not practical. Round trip time of 1 hour and 45 minutes
4	15	GB Water Utility	631 S. Adams St	4, 6, 8, 11	30/60 minutes	Voters could walk to nearest bus stop, board 11, travel to Monroe and Cass, walk to polling location, vote, walk back to Monroe and Cass, board 11, alight at bus stop closest to home. This could be accomplished in 45 minutes. Voters in northeastern corner walk to nearest bus stop, board 1, travel to Transit Center, transfer to the 6, travel to Jefferson and Crooks, walk 1/2 of a mile to polling location, vote, walk to Monroe and Cass, travel to Transit Center, transfer to the 5, alight at stop closest to home. This could be accomplished in 1 hour and 30 minutes.	Practical. Round trip time of 40 minutes. Not practical. Round trip time of 1 hour and 30 minutes.
District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
5	16	Triangle Hill Park Shelter	500 Beverly Rd	7	60 minutes	Voters western half of ward walk to bus stop, board 2, travel to Danz & Van Deuren, walk to University and Danz, board 7, travel to Humboldt and Baird Creek, walk to polling location, vote, walk to Humboldt and Baird Creek, wait 30 minutes for bus, board the 7, travel to University and Grove, wait 15 minutes, transfer to the 2, board, alight at closest stop to home. This could be accomplished in 2 hours and 45 minutes. Voters eastern portion of ward no service.	Not practical. Round trip time of 2 hours and 45 minutes. No Service
5	17	Triangle Hill Park Shelter	500 Beverly Rd	7	60 minutes	Voters in western portion of ward could walk to nearest bus stop, board 7, travel to Humboldt and Baird Creek, vote, walk back to Humboldt and Baird Creek, wait 30 minutes, board 7, alight at stop bus closest to home. This could be accomplished in 1 hour and 15 minutes. Voters on east side could walk to polling location as it is closer than bus stops.	Not practical. Round trip time of 1 hours and 15 minutes. No Service
5	18	Atonement Church	2132 Deckner Av	2	30 minutes	Voters in northern portion of ward could walk to nearest bus stop along the 2, board, ride to Transit Center, remain on the 2, travel to polling location, vote, board the 2, alight at stop closest to home. This could be accomplished in 1 hour. Voters in the southern portion of the ward could walk to the polling location as it is the closest bus stop.	Practical. Round trip time of 1 hour. Not practical.
5	19	Atonement Church	2132 Deckner Av	2	30 minutes	Voters in western portion of ward can walk to nearest stop along 10, travel to the Main and Mason, walk to University and Baird, board the 2, travel to polling location, vote, board the 2, travel to Transit Center, transfer to the 10, alight at stop closest to home. This could be accomplished in 1 hour & 30 minutes. Voters in eastern portion of ward can walk to polling location as it is nearest bus stop.	Not practical. Round trip time of 1 hour and 30 minutes Not practical.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

Green Bay Metro fixed route bus service concludes at 6:45 pm on weekdays. At 6:45 pm, GB On Demand Microtransit service begins & concludes at 11:30 pm.

All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

In wards where transit service is available, often the walk distance/walk travel time is significantly less than the time it would take using the bus system.

The Brown County Mobility Coordinator is available to assist individuals with travel details. Please call 920 448-3457.

Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
6	20	Wildlife Sanctuary	1660 E. Shore Dr	2	30 minutes	No service for voters along E Shore Dr. Voters in the western portion of ward could walk to nearest stop along the 7, travel to University and Grove, wait 14 minutes for 2, request deviation and travel to polling location, vote, call Transit Center to request deviation to polling location, board the 2, travel to Transit Center, remain on 2, travel to University and Elizabeth, Transfer to the 7, board and alight at stop closest to home. This could be accomplished in 2 hours.	No Service Not Practical. Round trip time of 2 hours.
6	21	Green Bay Labor Temple	1570 Elizabeth St	2	30 minutes	Voters could walk to nearest bus stop along the 2, board, travel to Eastman and Elizabeth, walk to polling location, vote, walk back to Eastman and Elizabeth, board, travel to Transit Center, remain on the 2, alight at stop closest to home. This could be accomplished in 1 hour, note if voting/walking takes longer than 30 minutes, add 30 minutes.	Practical. Round trip time of 1 hour.
6	22	Wildlife Sanctuary	1661 E. Shore Dr	2	30 minutes	No service for residents along E Shore Dr. Voters in the western portion could walk to nearest bus stop along the 2, board, request deviation to polling location, travel to polling location, vote, call Transit Center to request deviation to polling location, board the 2, travel to Transit Center, remain on 2, and alight at stop closest to home. This could be accomplished in 1 hour.	No Service Practical. Round trip time of 1 hour.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

Green Bay Metro fixed route bus service concludes at 6:45 pm on weekdays. At 6:45 pm, GB On Demand Microtransit service begins & concludes at 11:30 pm.

All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

In wards where transit service is available, often the walk distance/walk travel time is significantly less than the time it would take using the bus system.

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Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
7	23	Wildlife Sanctuary	1661 E. Shore Dr	2	30 minutes	No service to voters in the northwestern 3/4 of ward. Voters in the southeast 1/4 of ward could walk to nearest bus stop along the 2, board, travel to Transit Center, remain on bus, then request deviation to polling location, travel to polling location, vote, call Transit Center to request deviation to polling location, board the 2 and alight at stop closest to home. This could be accomplished in 1 hour.	No service for most people in ward. Practical for limited number of voters. Round trip time of 1 hour.
7	24	Green Bay Metro	901 University Av	All	Various	Voters could walk to nearest bus stop, board the 10, ride to Transit Center, vote, short wait to board 10, travel to stop nearest home. This trip would be practical & could be accomplished in 40 minutes.	Practical. Round trip time of 40 minutes.
7	25	Green Bay Metro	901 University Av	All	Various	Voters could walk to nearest bus stop & board the 1, 5, or 7, travel to Transit Center, vote, short wait to board their bus, travel to bus stop nearest home & walk home. This trip would be practical & could be accomplished in 40 minutes.	Practical. Round trip time of 40 minutes.
7	26	Salvation Army	626 Union Ct	3	30 minutes	Voters in the northern 2/3 of ward, no service. The nearest bus stop is located at the polling location. Voters in the southern 1/3 of ward could walk to the nearest stop, board the 3, travel to polling location, vote, wait for the 3 to return, travel to stop closest to home. This would take 40 minutes. However, the walk to the polling location for most would be very short,	No service in northern 2/3 of the ward. Practical for voters in the lower third of the ward with a round trip time of 40 minutes.
7	27	First Presbyterian Church	200 S. Ashland Av	4, 8, 9	Various	Voters in the northern 1/2 of the ward could walk to a bus stop closest to home, board the 3, travel to the Transit Center, transfer to the 9, travel to Ashland & School Place, vote, board 9 inbound, ride to Transit Center, transfer to the 3, alight at stop near home. This could be accomplished in 1 hour & 20 minutes, however if voting takes longer than 20 minutes, an additional 30 minute wait is required. Voters in the southern 1/2 of the ward could take the 4, travel to Broadway & School Place, walk to First Presbyterian Church, vote, walk to Broadway & School Place, board 4 on the outbound, travel to stop closest to home & walk home, If voting takes less than 15 minutes, trip is 30 minutes. If voting/walking takes more than 15 minutes, add one hour.	Not practical. Round trip time of 1 hour 20 minutes. May be practical for voters if voting takes less than 15 minutes. Most likely the Round trip time of 1 hour & 15 minutes. Voters in this area could walk direct from home approximately 1/2 mile to polling location.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

Green Bay Metro fixed route bus service concludes at 6:45 pm on weekdays. At 6:45 pm, GB On Demand Microtransit service begins & concludes at 11:30 pm.

All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

In wards where transit service is available, often the walk distance/walk travel time is significantly less than the time it would take using the bus system.

The Brown County Mobility Coordinator is available to assist individuals with travel details. Please call 920 448-3457.

Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
8	28	Redeemer Church	210 S. Oneida St	4	60 minutes	For voters in the northern half of ward, most would walk to polling location most likely closer to home than walking to the closest bus stop. Voters in the southern portion of ward, could walk to a bus stop closest to home on 4 or 6, travel to the Transit Center, transfer to the 3 bus, travel to Mather and Locust, walk to Perkins Park, vote, walk back to Mather and Locust, board bus and travel to the Transit Center, transfer to 4 or 6, and alight at bus stop closest to home. This could be accomplished in 1 hour and 30 minutes.	No service for some voters in northern portion of ward, polling location most likely closer to home than the bus stop. Not practical. Round trip time of 1 hour and 30 minutes.
8	29	Perkins Park Shelter	600 N Fisk St	3, 4, 6	Various	Voters could walk to a bus stop closest to home on 4 or 6, travel to the Transit Center, transfer to the 3 bus, travel to Mather and Locust, walk to Perkins Park, vote, walk back to Mather and Locust, board 3, travel to the Transit Center, transfer to 4 or 6, and alight at bus stop closest to home. This could be accomplished in 1 hour and 30 minutes.	Not practical. Round trip time of 1 hour and 30 minutes.
8	30	St. Joseph Church-Holy Grounds Café	936 9th St	8	60 minutes	Voters in the northern half of ward could walk to nearest bus stop to home on the 6, travel to the Transit Center, transfer to the 8 bus, and travel to corner of 9th St and 12th Av, walk to polling location, vote, walk back to 9th and 12th, board 8, travel to transit center, transfer to the 6, and alight at bus stop closest to home. This could be accomplished in 1 hour and 30 minutes, if voting takes longer than 30 minutes, add 1 hour. Voters in southern half of ward could walk to nearest bus stop to home on the 8, board and travel to 9th St and 12th Av, walk to polling location, vote, walk back to 9th and 12th, board 8, alight to stop closest to home. This could be accomplished in 45 minutes, if voting takes longer than 30 minutes, add 1 hour.	Not practical. Round trip time of 1 hour and 30 minutes. Practical, however all bus stops closest to home are within 1/2 miles of polling location.
8	31	Calvary Church	1301 S. Ridge Rd	8	60 minutes	Most voters live within 1/4 mile of polling place.	Not practical.
8	32	Calvary Church	1301 S. Ridge Rd	8	60 minutes	Voters on western half of ward could walk to nearest bus stop to home on the 8, travel to the polling location, vote, wait for 8 to return, board and alight at bus stop closest to home. This could be accomplished in 1 hour and 15 minutes Voters in southeastern corner of ward could walk to nearest bus stop to home on the 9, board, travel to Bay Park Transfer Point, wait 30 minutes for transfer to the 8, board and ride to polling location, vote, board the 8, travel to Bay Park Transfer Point, wait 30 minutes for transfer to the 9, board and alight to stop closest to home. This could be accomplished in 2 hours and 30 minutes.	Not practical. Round trip time of 1 hour and 15 minute. Not practical. Round trip time of 2 hours and 30 minutes.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

Green Bay Metro fixed route bus service concludes at 6:45 pm on weekdays. At 6:45 pm, GB On Demand Microtransit service begins & concludes at 11:30 pm.

All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

In wards where transit service is available, often the walk distance/walk travel time is significantly less than the time it would take using the bus system.

The Brown County Mobility Coordinator is available to assist individuals with travel details. Please call 920 448-3457.

Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
9	33	GB Water Utility Conference Room	631 S. Adams St	4, 6, 8, 11	30/60 minutes	Voters on northwest half of ward could take a variety of trips depending on departure time, however all require voter to walk roughly 1/2 mile to polling location. Voters on northeast half of ward could walk to nearest bus stop along the 11, board, depart at Monroe and Cass, walk 1/3 of mile to the polling location, vote, walk back to Monroe and Cass, board, and alight to stop closest to home. This could be accomplished in 40 minutes.	Practical, however all options require at least 1/3 mile of walking each direction.
9	34	Redeemer Church	210 S. Oneida St	4	60 minutes	Voters could walk to nearest stop along the 4 route, board, travel to Shawano and Oneida, walk to polling location, vote, walk back to Shawano and Oneida, board 4, alight at closest bus stop to home. This could be accomplished in 60 minutes	Practical. Round trip time of 1 hour.
9	35	Trinity Church	330 S. Broadway	4, 6, 8, 9	30/60 minutes	Voters in western portion of ward could walk to nearest bus stop on the 6, board, travel to Madison and Pine, walk to Monroe and Pine, wait 10 minutes, board 8, travel to Broadway and School, walk to polling location, vote, walk to Broadway and School, board 4, travel to Transit Center, transfer to the 6, alight to closest stop to home. This could be accomplished in 1 hour and 30 minutes. Voters in southern or eastern portion of ward could walk to nearest bus stop along the 9, board, travel to Walnut and Broadway, walk 1/4 of a mile to polling place, vote, board the 8, travel to the Transit Center, remain on 8, alight to closest stop to home. This could be accomplished in 1 hour. Note if voting takes longer than 30 minutes, add 1 hour.	Not practical. Round trip time of 1 hour and 30 minute. Practical. Round trip time of 1 hour.
9	36	St. Joseph Church-Holy Grounds Café	936 9th St	8	60 minutes	Voters in the northern portion of the ward could walk to polling location as polling location is equal distance to nearest bus stop. Some voters in southern portion of ward could walk to nearest bus stop to home on the 9, board, travel to 9th and Ashland, walk 1/3 of mile to polling location, vote, walk back to 9th and Ashland, board 9, alight to stop closest to home. This could be accomplished in 40 minutes, note if voting and walking take over 28 minutes, add 1 hour to trip.	Service for all voters in ward, however not practical for many. Polling location is closer than bus stops.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

Green Bay Metro fixed route bus service concludes at 6:45 pm on weekdays. At 6:45 pm, GB On Demand Microtransit service begins & concludes at 11:30 pm.

All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

In wards where transit service is available, often the walk distance/walk travel time is significantly less than the time it would take using the bus system.

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Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
10	37	St. Paul's Church	341 Wilson Av	4	60 minutes	Voters could walk to nearest bus stop on the 3, board, travel to Transit Center, remain on the 3, travel to Mather and Wilson, walk to polling location, vote, walk to Mather and Wilson, board 3, alight at stop closest to home. This could be accomplished in 1 hour and 40 minutes. Voters in southern portion of ward could walk to polling location as it is similar distance to most bus stops.	Not practical. Round trip time of 1 hour and 30 minutes. Trip could be accomplished with an approximately 1 mile walk each way. Not practical.
10	37A	St. Paul's Church	341 Wilson Av	4	60 minutes	Voters in northern portion of ward could walk to nearest bus stop on the 3, board, travel to Transit Center, remain on the 3, travel to Mather and Wilson, walk to polling location, vote, walk to Mather and Wilson, board 3, alight at stop closest to home. This could be accomplished in 1 hour and 40 minutes.	Not practical. Round trip time of 1 hour and 30 minutes. Trip could be accomplished with a 1.1 mile walk each way.
10	38	St. Jude Church	1420 Division St	4	60 minutes	Voters in the northern section of ward could walk to nearest stop on 3, board, travel to Transit Center, transfer to 4, travel to Dousman and Fisk, walk to St. Jude, vote, walk back to Dousman and Fisk, wait approximately 45 minutes until next bus, board 4, travel to Transit Center, transfer to the 3, then alight at stop closest to home. This could be accomplished in 2 hours and 30 minutes Voters living within close proximity to Dousman Street could walk to bus stop closest to home, board 4, travel to the Transit Center, remain on 4, travel to Dousman and Fisk, walk to St. Jude, vote, walk back to Dousman and Fisk, wait approximately 45 minutes until next bus, board 4 and take short ride to bus stop closest to home. This could be accomplished in 2 hours.	Not practical. Round trip time of 2 hours and 30 minutes. Not practical. Round trip time of 2 hours.
10	39	St. Jude Church	1420 Division St	4	60 minutes	No service in western portion of ward (expect twice per day when route deviates, but no timely return home). Voters living within close proximity to Dousman Street could walk to bus stop closest to home, board 4, travel to the Transit Center, remain on 4, travel to Dousman and Fisk, walk to St. Jude, vote, walk back to Dousman and Fisk, wait approximately 45 minutes until next bus, board 4 and take short ride to bus stop closest to home. This could be accomplished in 2 hours.	No Service Not practical. Round trip time of 2 hours.
10	40	Living Hope Church	1840 W. Mason St	6	60 minutes	Voters living within close proximity to Dousman or Shawano could walk to bus stop closest to home, board 4, travel to the Transit Center, transfer to 6, travel to Living Hope, vote, board bus near Living Hope, travel to Transit Center, transfer to 4, and alight at stop closest to home. This could be accomplished in 2 hour and 30 minutes.	Not practical. Round trip time of 2 hours and 30 minutes.

Notes:

In the scenarios above, the assumption is that it takes 15 minutes to enter a polling location, vote, & exit the polling location.

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All scenarios assume a Home-to-Polling Location then Polling Location-to-Home trip. It does not consider that many voters braid trips together; such as Work-Polling Location-Home.

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Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner

District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
11	41	Living Hope Church	1840 W. Mason St	6	30 minutes	Voters could walk to closest to home on 6, board and travel to S Taylor St and Mason St Frontage, then walk to polling location, vote, wait until next bus, board, and take a short ride to bus stop closest to home. This could be accomplished in 1 hour.	Practical. Round trip time of 1 hour. However, approximately half of voters live within 1/2 mile of polling location.
11	42	Living Hope Church	1840 W. Mason St	6	30 minutes	Voters in the northern 1/3 of ward would most likely walk to polling location as it is closer than the nearest bus stop. could either walk to the 6, travel to S Taylor St and Mason St Frontage, walk to polling location, vote, wait until next bus, board and take ride to bus stop closest to home. This could be accomplished in 1 hour, or walk to polling location as it is similar or shorter distance than closest bus stop. Voters in the southern 2/3 of ward could walk to closest stop, board the 8, travel to the Transit Center, transfer to the 6, vote, wait until next bus, travel to Transit Center, transfer to the 8 and travel to stop closest to home. This could be accomplished in 2 hours.	Service not practical in northern 1/3 of ward as polling location is closer than bus stop. Not practical. Round trip time of 2 hours.
11	43	St. Elizabeth Ann Seton Church	2771 Oakwood Dr	No Service	No Service	No Service	No Service
11	44	Bridge Point Church	2421 West Point Rd	No Service	No Service	No Service	No Service
District	Ward	Polling Location	Address	Bus Route	Service Frequency	Details	Comment
12	45	St. Elizabeth Ann Seton Church	2771 Oakwood Dr	No Service	No Service	No Service	No Service
12	45A	St. Elizabeth Ann Seton Church	2771 Oakwood Dr	No Service	No Service	No Service	No Service
12	46	Church of Christ	2683 West Point Rd	No Service	No Service	No Service	No Service
12	47	St. Elizabeth Ann Seton Church	2771 Oakwood Dr	No Service	No Service	No Service	No Service

Notes:

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Transit Center - 901 University Avenue

Trips were verified using GBM Trip planner



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

AGENDA ITEM # E.1

Green Bay Metro Low-Income Fare Trips (LIFT) Program - 2025 Participants

BACKGROUND

The Low Income Fare Trips (LIFT) program is designed to assist members of the community with incomes at or below 150% of National Poverty Guidelines with their transportation needs. It is a self-certified, low-income program that will allow eligible riders up to four day passes per month.

Brown County Planning created a map of 2025 LIFT applicants, sharing the median household income level of Green Bay.

RECOMMENDATION

No action is necessary.

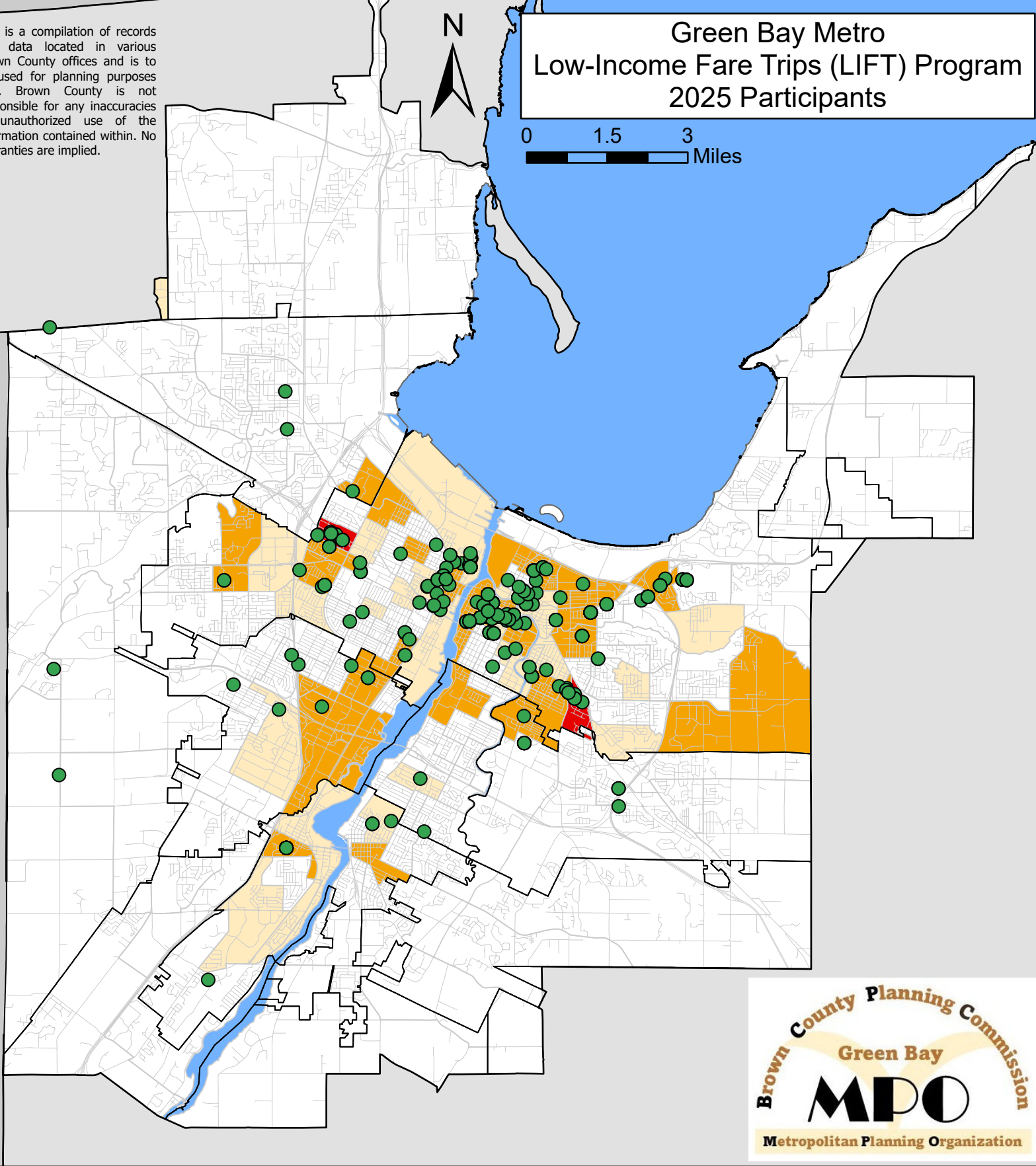
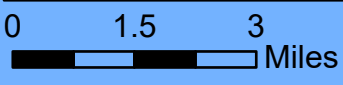
FISCAL IMPACT

ATTACHMENTS

- I. LIFT Clients Map

This is a compilation of records and data located in various Brown County offices and is to be used for planning purposes only. Brown County is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.

Green Bay Metro Low-Income Fare Trips (LIFT) Program 2025 Participants



The Low Income Fare Trips (LIFT) program is designed to assist members of the community with incomes at or below 150% of National Poverty Guidelines with their transportation needs. It is a self-certified, low-income program that will allow eligible riders up to four day passes per month. Riders will have the ability to use one day pass per week, on the day of their choice. Passes will be available on a first come, first served basis. Initially, the program will offer 500 day passes per month. Full fare and reduced fare riders are eligible to apply for the program.

 LIFT Clients (491)

 MPA

Source: Brown County Planning Commission, 2024 Dept. of Health and Human Services Poverty Threshold for a 3-member Household
2024 ACS-5 Years Estimate Household Income

Median Household Income

	< \$25,820
	\$25,821 - \$56,902
	\$56,903 - 71,127
	> \$71,128



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.2

FTA Triennial Review Final Report FY 2026

BACKGROUND

The Federal Transit Administration requires all grantees to complete a triennial review every three years. The final report for fiscal years 2023-2025 has been completed.

Director Kiewiz will provide a summary of the report.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. WI 05 Green Bay 1247 Treinnial Review Final Report and Closeout Letter



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

July 13, 2026

Roger Kolb
Transit Commission Chair
City of Green Bay – Green Bay Metro
901 University Ave.
Green Bay, WI 54301

Re: Fiscal Year 2026 Triennial Review – Final Report and Closeout Letter

Dear Roger Kolb:

I am pleased to provide you with a copy of this Federal Transit Administration (FTA) report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed final report documents the FTA's fiscal year (FY) 2026 Triennial Review of the City of Green Bay – Green Bay Metro (GBM) in Green Bay, Wisconsin. Although not an audit, this Triennial Review is FTA's review and evaluation of GBM's compliance with Federal requirements, determined by examining award management and program implementation practices. As such, this review is not a comprehensive and final review of compliance with program funding requirements. The FTA may engage in further compliance reviews, audits, or evaluations appropriate to determine GBM's compliance with Federal law and the terms and conditions of its funding agreements.

The Triennial Review focused on GBM's compliance in up to 23 areas. Two areas were not reviewed during this Triennial Review cycle and two areas are not currently applicable to GBM. No deficiencies were found with FTA requirements in any of the 19 applicable areas.

Thank you for your cooperation and assistance during this Triennial Review. Please consider your Triennial Review to be closed.

If you need any technical assistance or have any questions, please do not hesitate to contact Mr. William (Bill) Wheeler, FTA Region 5 Lead Community Planner, at 312-353-2639 or william.wheeler@dot.gov.

Sincerely,

A handwritten signature in black ink, reading "Kelley Brookins". The signature is written in a cursive, flowing style.

Kelley Brookins
Regional Administrator

cc: Patricia Kiewiz, Green Bay Metro

Achievement of Excellence

presented to

Green Bay Metro

Green Bay, WI



Federal Transit Administration
Region V

**Certificate for exemplary completion of a U.S. DOT FTA
Triennial Review during Fiscal Year 2026 presented to federal-funded
public transportation providers and agencies who had no open
final report findings in the areas examined.**

Kelley Brookins, Regional Administrator

FINAL REPORT

FISCAL YEAR 2026 TRIENNIAL REVIEW

of

**City of Green Bay
Green Bay Metro (GBM)
Green Bay, Wisconsin
Recipient ID# 1247**

Performed for

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION 5**

Prepared by

Holmes CPAs

Desk Review and Scoping Meeting Date: March 30, 2026

Site Visit Entrance Conference Date: April 28, 2026

Virtual Exit Conference Date: May 6, 2026

Draft Report Date: June 5, 2026

Final Report Date: July 13, 2026

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of Green Bay Metro (GBM) of Green Bay, Wisconsin. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Holmes CPAs. During the site visit, the reviewers discussed the administrative and statutory requirements and reviewed recipient documents.

1. Metric

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are as follows:

- Not Deficient (ND): An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- Deficient (D): An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable (NA): An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

2. Summary of Findings

The fiscal year (FY) 2026 Triennial Review focused on GBM's compliance in up to 23 areas. Deficiencies related to the COVID-19 relief funds have been clearly identified as part of the deficiency description in the respective review area.

No deficiencies were found with any FTA requirements in any of the applicable areas.

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	ND					

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	ND					
10. [Reserved]	NA					
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					
13. ADA – Complementary Paratransit	ND					
14. [Reserved]	NA					
15. School Bus	ND					
16. Charter Bus	ND					
17. Drug-Free Workplace Act	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	ND					
21. Section 5311 Program Requirements	NA					

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
22. Public Transportation Agency Safety Plan	ND					
23. Cybersecurity	NA					

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are Deficient (D)/Not Deficient (ND)/Not Applicable (NA).

II. Review Background and Process

1. Review Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements.”

The Triennial Review includes a review of the recipient’s compliance in up to 23 areas. The basic requirements for each of these areas are summarized in Section IV. FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the City of Green Bay – Green Bay Metro (GBM). The review concentrated on procedures and practices employed since GBM’s previous Triennial Review; however, when appropriate, FTA may have reviewed activities and policies from earlier periods to assess policies and the management of award funds during the review period. The specific documents reviewed and referenced in this report are available at the FTA regional office or GBM’s location.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with FTA staff, and a site visit to the recipient’s location. The review activities will have occurred between January 14, 2026, and July 13, 2026, as stated in the table below.

The review began with the regional office transmitting a Notification of Review and a Recipient Information Request (RIR) to GBM. Thereafter, FTA conducted a desk review and scoping meeting, which included a review of FTA files and GBM information in FTA’s electronic award management systems: Transit Award Management System (TrAMS) and Oversight Tracking System (OTrak). Following the desk review and scoping meeting, the reviewers and GBM corresponded and exchanged information and documentation in preparation for the site visit. Prior to the site visit, the reviewers sent an agenda package to GBM indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted.

The site visit began with an entrance conference at which the reviewers and FTA staff discussed the purpose of the Triennial Review and the review process. The reviewers conducted additional interviews and reviewed documentation to evidence GBM’s compliance with FTA requirements.

Upon completion of the site visit, the reviewers and FTA staff discussed next steps with GBM. The table below summarizes key review dates. Section V of this report lists the individuals who participated in the site visit.

Process Date	Process
January 14, 2026	FTA Transmittal of the Recipient Information Request (RIR)
February 26, 2026	Recipient Transmittal of RIR to Reviewers
March 30, 2026	FTA and Reviewers Desk Review/Scoping Meeting
April 14, 2026	Reviewer Transmittal of the Agenda Package
April 28, 2026	Site Visit: Entrance Conference
May 6, 2026	Virtual Exit Conference
June 5, 2026	FTA Transmittal of the Draft Report
July 13, 2026	Final Report to be sent to the Recipient within 45 business days from the Virtual Exit Conference date

III. Recipient Description

1. Organization

Green Bay Metro (GBM) was created in 1973. GBM provides public transit service for the Green Bay urbanized area, located in Brown County in northeast Wisconsin, which includes the Cities of Green Bay and De Pere and the Villages of Allouez, Ashwaubenon, and Bellevue. The service area population is approximately 182,951.

The participating municipalities pay their respective shares of the transit costs to the City of Green Bay based on past usage within each municipality, including riders in the paratransit program. GBM is governed by the Green Bay Transit Commission, which acts as an advisory body to Metro management and the Common Council of the City of Green Bay. The Transit Director reports to the Green Bay Transit Commission. All transit staff are employees of the City, with the exception of the staff associated with the paratransit and microtransit services operated under contract by Via Transportation.

GBM operates a network of 11 fixed routes, three limited-service routes, and four game day routes. GBM's fleet consists of 28 FTA funded 30-, 35-, and 40-foot buses. Weekday fixed-route, Microtransit, and paratransit service are provided between the hours of 5:15 a.m. and 6:45 p.m. Saturday fixed-route, Microtransit, and paratransit service operates from 7:45 a.m. to 1:45 p.m. Microtransit is provided for the entire service area Monday through Friday from 6:45 p.m. to 11:30 p.m. and on Saturdays from 1:45 p.m. to 7:45 p.m. Sunday service is provided only on days when the Green Bay Packers have a home game.

Transit service is oriented around GBM's main transit center located at 901 University Avenue in Green Bay. The facility is FTA funded and contains administrative offices, operations, maintenance, and bus storage facilities and also serves as the main transfer center. It was placed in operation in 2001.

The basic adult fare for bus service is \$2.00. A reduced fare of \$1.00 is offered during all hours of operation for seniors, persons with disabilities, and Medicare cardholders.

GBM contracts for ADA paratransit and Microtransit (on demand) services with Via Transportation. Via Transportation operates a turnkey service, providing all staff, vehicles, and facilities necessary for complementary paratransit and Microtransit service. The ADA paratransit service operates on the same days and hours as the regular fixed-route service. The fare for the paratransit service is \$4.00.

GBM had one Section 5310 subrecipient. Curative Connections received operating and capital funding for vehicles during the review period.

2. Award and Project Activity

Below is a list of GBM's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
WI-2022-043	\$3,976,361	2022	Sections 5307 & 5339 Operating Assistance, Preventative Maintenance, and Capital for Green Bay Metro Transit
WI-2024-005	\$6,177,653	2024	Sections 5307 and 5339 Facility Renovate & Rehab and Capital Acquisition (to replace) Maintenance Truck & Equipment, CAD/AVL, Fuel System, and Upgrade Video Surveillance System (1% Security / 0.75% Safety) for City of Green Bay - Green Bay Metro
WI-2025-025	\$294,524	2025	Section 5310 City of Green Bay - Green Bay Metro Mobility Management & Program Administration and Operating Assistance and Capital for Service Provider
WI-2025-020	\$3,112,663	2026	Low No Emission Section 5339(c) City of Green Bay - Green Bay Metro for Battery Electric Buses, Charging Equipment, Workforce Development Training, and Project Management
WI-2025-023	\$172,403	2025	Section 5339 City of Green Bay - Green Bay Metro Fare System
WI-2023-060	\$540,405	2023	Section 5310 City of Green Bay - Green Bay Metro Mobility Management & Program Administration, Capital Purchase of Audio Component for Bus Stop Signs, and Operating Assistance for Service Provide
WI-2020-054-00	\$6,415,260	2020	CARES Act funds: Operating Assistance, 1% Security, and Rehab/Renovation of Facility

During the review period, GBM received Supplemental Funds for operating assistance in award numbers WI-2020-054-00 and WI-2023-032. This is not the first Triennial Review where GBM has received operating assistance from the FTA.

Projects Completed

In the past few years, GBM completed the following noteworthy projects:

- Upgraded security cameras
- Replaced HVAC system

- Completed live feed video installation on all buses
- Received first battery electric buses
- Installed a facility alarm system

Ongoing Projects

GBM is currently implementing the following noteworthy projects:

- Receiving five (two federally-funded, three state-funded) additional battery electric buses
- Replacing the fare collection system

Future Projects

GBM plans to pursue the following noteworthy projects in the next three to five years:

- Repave transitway; potential traffic flow change
- Replace fare collection system
- Install a new generator

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: No deficiency.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR Part 200, and provide financial oversight of subrecipients.

Finding: No deficiency.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to FTA and close awards on time.

Finding: No deficiency.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: Designated recipients and States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Section 5310 funds and States receiving funds from Sections 5310, 5311, and/or 5339(a) National Distribution allocation must develop and submit a State Management/Program Management Plan to FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report to SAM.gov on subawards, and ensure subrecipients comply with the terms of the award.

Finding: No deficiency.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: No deficiency.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: No deficiency.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available and used for its originally authorized purpose throughout its useful life until disposition.

Finding: No deficiency.

8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: No deficiency.

9. Procurement

Basic Requirement: The recipient and subrecipient must use their own documented procurement procedures which reflect applicable State, local, and Tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR 200. With regard to the procurement standards in 2 CFR 200, State recipients can use the State's overall policies and procedures, except that the State must comply with 200.322 (domestic preferences), 200.323 (procurement of recovered materials), and 200.327 (contract provisions). States also must comply with any requirement applicable to FTA recipients by reason other than a 2 CFR 200 procurement standard; for example, 49 U.S.C. 5325(a) requires recipients to conduct all procurement transactions in a manner that provides full and open competition, regardless of 2 CFR 200's allowance for States to use State procedures.

Finding: No deficiency.

10. [Reserved]

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: No deficiency.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: No deficiency.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: No deficiency.

14. [Reserved]

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies for and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: No deficiency.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipients may operate charter bus service only when the service meets a specified exception defined in rule.

Finding: No deficiency.

17. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; promptly report any convictions occurring in the workplace; and have an ongoing drug-free awareness program.

Finding: No deficiency.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: No deficiency.

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities, or an individual presenting a Medicare card during off-peak hours will not be more than one-half the peak-hour fares.

Finding: No deficiency.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit–human services transportation plan. Recipients must approve all subrecipient leases of Section 5310–funded vehicles. Leases of Section 5310–funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold the title to the leased vehicles.

Finding: No deficiency.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP). The PTASP Final Rule, published in the Federal Register April 11, 2024, became effective May 13, 2024. FTA expects transit agencies to address the regulatory changes in the new PTASP Final Rule in their next Agency Safety Plan (ASP) annual update.

FTA requires applicable recipients to certify that they have established an ASP that meets the requirements of the PTASP regulation and 49 U.S.C. 5329(d) as part of the annual Certifications and Assurances for FTA grants and cooperative agreements. FTA notes that per 49 U.S.C. 5307(c)(1)(L), this certification is a required condition of receiving Section 5307 funding (noncompliance can impact access to Section 5307 funding as well as other grant funds where 5307 requirements apply). FTA monitors these certifications in its Transit Award Management System (TrAMS).

Finding: No deficiency.

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed-guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49

U.S.C. 5323(v).

Finding: This section only applies to recipients that operate rail fixed-guideway public transportation systems; therefore, the related requirements are not applicable.

V. Attendees

Name	Title	Phone Number	E-mail Address
Green Bay Metro			
Patty Kiewiz	Transit Director	920-448-3455	Patricia.kiewiz@greenbaywi.gov
Becky Fleck	Compliance Coordinator	920-448-3450	Becky.fleck@greenbaywi.gov
Sherry Schuh	Finance Manager	920-448-3450	Sherry.schuh@greenbaywi.gov
Kenny Hofer	Maintenance Manager	920-448-3451	Kenny.hofer@greenbaywi.gov
Chris Braatz	Operations Supervisor	920-448-3493	Chris.braatz@greenbaywi.gov
Andrea Vlach	Paratransit Mobility Coordinator	920-448-3457	Andrea.vlach@greenbaywi.gov
Brown County Planning Commission			
Lisa Conard	Principal Planner	920-448-6489	Lisa.conard@browncountywi.gov
FTA Region 5			
William Wheeler	Lead Community Planner	312-353-2639	William.wheeler@dot.gov
R. Stewart McKenzie, AICP	Acting Deputy Regional Administrator	312-353-2866	Stewart.mckenzie@dot.gov
Holmes CPAs			
Maxine Marshall	Lead Reviewer	856-320-4662	mmarshall@holmescpas.com
Melanie Potts	Associate Reviewer	856-320-4662	mpotts@holmescpas.com



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.3

Operational Reports

BACKGROUND

Green Bay Metro's staff will present the Commission with the monthly operational reports.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

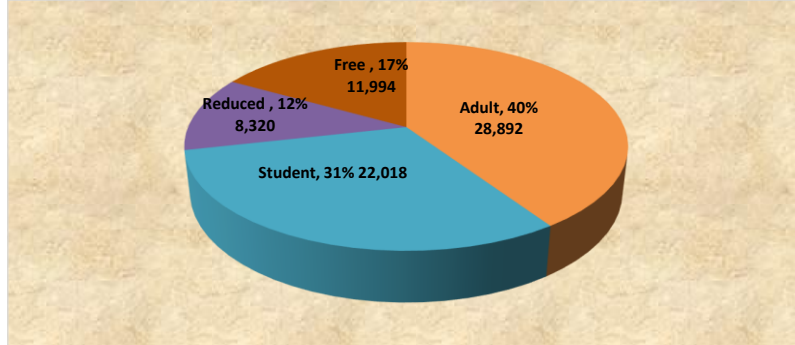
ATTACHMENTS

1. 05.May Ridership
2. 05.May KPIs

May

Fixed Route Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY FIXED ROUTE	YTD FIXED ROUTE
May 2025	24,879	21,684	8,155	12,986	67,704	350,114
May 2026	25,324	20,914	7,749	11,906	65,893	322,759
Difference	445	(770)	(406)	(1,080)	(1,811)	(27,355)
	2%	-4%	-5%	-8%	-3%	-7.8%



Microtransit On Demand Ridership

	ADULT	STUDENT	*REDUCED	*FREE	MONTHLY ON DEMAND	YTD ON DEMAND
May 2025	3,812	1,922	732	83	6,549	29,781
May 2026	3,568	1,104	571	88	5,331	27,522
Difference	(244)	(818)	(161)	5	(1,218)	(2,259)
	-6%	-43%	-22%	6%	-19%	-7.6%

**YTD
PASSENGERS
350,281**

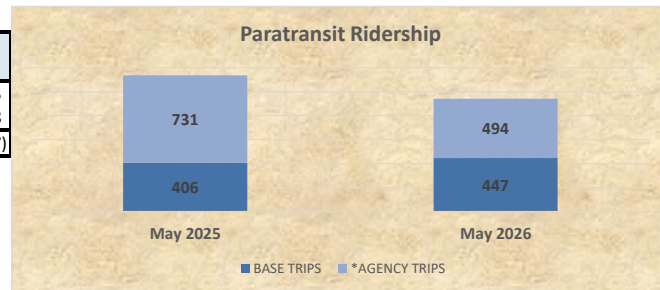
**Reduced fare program is for individuals who are age 65 and older, Medicare recipients, and individuals with qualifying disabilities.*

**Free is comprised of game day, children 4 & under, promos, etc.*

Paratransit Ridership

	BASE TRIPS	*AGENCY TRIPS	TOTAL TRIPS	YTD
May 2025	406	731	1,137	5,495
May 2026	447	494	941	5,118
Difference	41	(237)	(196)	(377)
	10.1%	-32.4%	-17.2%	-6.9%

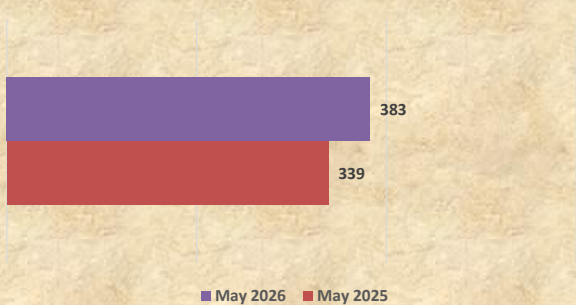
**Agency Fare includes base fare plus additional cost for expenses that is permitted by 49 CRF 37.131 to social service agencies and other organizations for agency trips (i.e., trips guaranteed to the organization).*



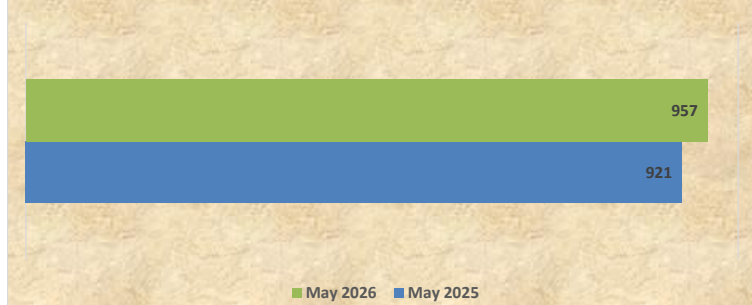
On Time Performance: 91.3%

Completed Trips:	946
Completed On Time Trips:	863
Completed Late Trips - 0-6 mins	59
Completed Late Trips - 6-30 mins	32
Completed Late Trips > 30 mins	1
Late Cancellations and No Show Trips	3

Fixed Route Mobility Devices Boarded



Fixed Route Bikes Loaded

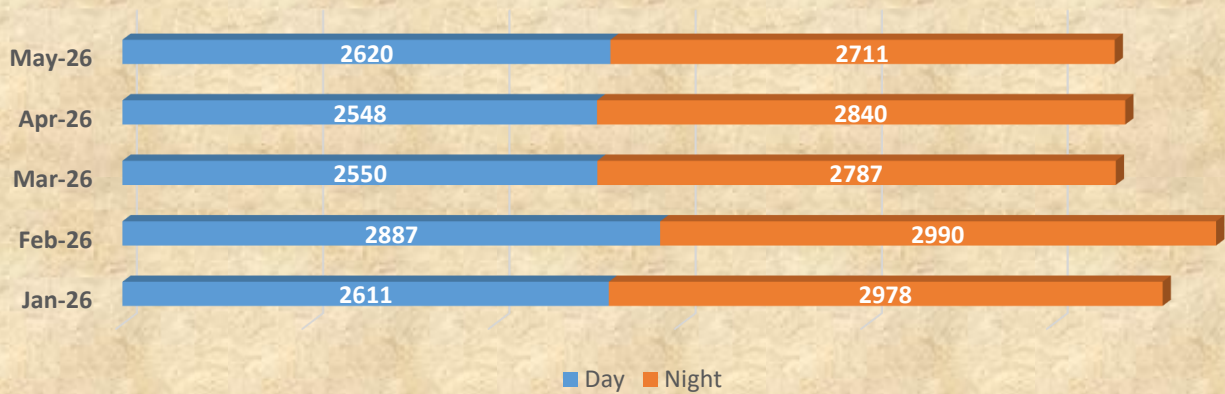


GBM On Demand Ridership

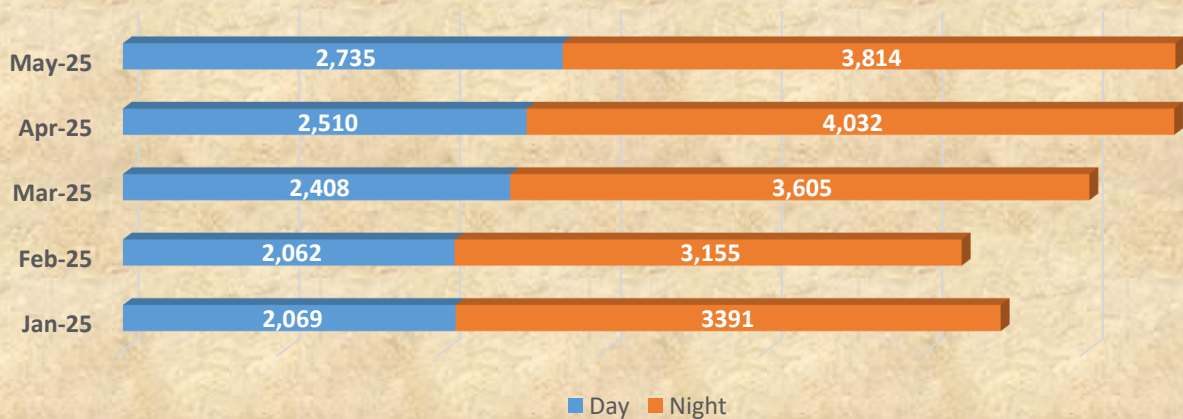
May 2026

	Day Service	Night Service	Total	Target
Passengers	2,620	2,711	5,331	
Operating Hours	1,082	819	1,954	
Passengers per Operating Hour	2.4	3.3	2.7	3.0
Average Customer Wait Time (minutes)	20.80	34.90	28.4	<20.0

ON DEMAND - 2026



ON DEMAND - 2025



Day Service	Monday - Friday	5:15 am - 6:45 pm	Saturday	7:45 am - 1:45 pm
Night Service	Monday - Friday	6:45 pm - 11:30 pm	Saturday	1:45 pm - 7:45 pm



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.4

Financial Reports

BACKGROUND

Director Kiewiz will provide an update on Metro finances through May 2026.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

- I. 05.May - Financials



EXPENSES

ACCOUNT DESCRIPTION	2026 Jan-May	2025 Jan-May	+/-	%	2026 BUDGET	% OF BUDGET
Wages & Salaries	1,087,791.27	1,076,526.63	11,265	1.0%	2,886,612	37.7%
Fringe Benefits	497,914.81	480,639.62	17,275	3.6%	1,790,417	27.8%
Other Employment Expenses	16,665.92	31,370.07	(14,704)	-46.9%	70,778	23.5%
Contract Services	24,505.32	33,739.31	(9,234)	-27.4%	437,903	5.6%
Materials & Supplies	186,643.76	158,348.57	28,295	17.9%	589,167	31.7%
Building & Equip Maintenance	114,008.17	90,271.66	23,737	26.3%	251,391	45.4%
Utilities	88,643.13	63,363.97	25,279	39.9%	184,820	48.0%
Insurance	130,466.00	133,524.71	(3,059)	-2.3%	167,296	78.0%
Miscellaneous	89.75	86.00	4	4.4%	277	32.4%
Paratransit Services	178,316.55	167,577.36	10,739	6.4%	623,438	28.6%
Microtransit Services	685,331.98	637,518.05	47,814	7.5%	2,407,669	28.5%
Subrecipient Expenses	-	-	-	0.0%	-	0.0%
TOTAL	3,010,376.66	2,872,965.95	137,411	4.8%	9,409,768	32.0%

REVENUES

ACCOUNT DESCRIPTION	2026 Jan-May	2025 Jan-May	+/-	%	2026 BUDGET	% OF BUDGET
Federal Operating Asst	-	-	-	0.0%	2,634,735	0.0%
State Operating Asst	-	-	-	0.0%	2,634,735	0.0%
Other Local Municipalities	303,487.08	292,361.22	11,126	3.8%	692,068	43.9%
Green Bay	541,666.65	541,666.65	-	0.0%	2,140,762	25.3%
Farebox Revenue-Fixed Route	208,592.21	214,566.11	(5,974)	-2.8%	710,000	29.4%
Farebox Revenue-Paratransit	69,584.00	66,063.00	3,521	5.3%	238,500	29.2%
Farebox Revenue-Microtransit	8,546.29	8,214.00	332	4.0%	-	0.0%
College Program Fares	5,215.00	3,823.00	1,392	36.4%	-	0.0%
TMI Refund	18,188.00	9,548.00	8,640	90%	-	0.0%
Non-Transportation Revenue	32,374.16	48,395.93	(16,022)	-33.1%	9,100	355.8%
State Fuel Refund	8,421.21	8,043.28	378	4.7%	-	0.0%
Advertising	40,200.56	38,233.16	1,967	5.1%	110,000	36.5%
Intercity Bus Commissions	2,500.00	2,120.10	380	17.9%	6,000	41.7%
Partnership Contributions	14,795.00	13,602.15	1,193	8.8%	233,868	6.3%
TOTAL	1,253,570.16	1,246,636.60	6,934	0.6%	9,409,768	13.3%

KEY PERFORMANCE INDICATORS (KPI)

Operating Days	127	128	(1.0)	-0.8%	307
Revenue Miles	266,798	270,520	(3,722)	-1.4%	676,436
Revenue Hours	17,877	18,414	(537)	-2.9%	45,765
Unlinked Passenger Trips	322,759	350,114	(27,355)	-7.8%	875,000
Revenue / Cost	41.6%	43.4%			100%
Farebox Revenue / Mile	0.78	0.79	(0.01)	-1.4%	1.05
Farebox Revenue / Pass Trip	0.65	0.61	0.03	5.5%	0.81
Farebox Revenue / Hour	11.67	11.65	0.02	0.1%	15.51
Passenger / Mile	1.21	1.29	(0.08)	-6.5%	1.29
Cost / Mile	8.05	7.64	0.40	5.3%	9.43
Cost / Passenger Trip	6.65	5.91	0.74	12.6%	7.29



Report to the
Transit Commission
of the City of Green Bay



MEETING DATE

July 15, 2026

PREPARED BY

Patricia Kiewiz, Transit Director

AGENDA ITEM # E.5

Director's Report

BACKGROUND

Director Kiewiz will provide the Commission with an update on Green Bay Metro.

RECOMMENDATION

No action is necessary.

FISCAL IMPACT

ATTACHMENTS

None